



MINUTES OF THE WATER COMMISSION

**MONDAY, NOVEMBER 16, 2020, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ROLL CALL.

Commissioners Present: James Blumreich, John Heugel, Elizabeth Wheat, Doug Martin, Kathy Lefebvre, Jamie Wall

Excused: Kathryn Hasselblad-Pascale

Other: Attorney William Vande Castle

Utility Staff: Nancy Quirk, Andrea Hay, Russ Hardwick, Stephanie Rogers, Karen Smits, Brian Powell

B. APPROVAL OF THE AGENDA.

I. Approval of Agenda

Motion by Wall, second by Martin to approve agenda as established. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting Minutes of October 12, 2020

Motion by Martin, second by Heugel to approve meeting minutes as presented. Passed unanimously.

D. REGULAR BUSINESS.

I. Approval & Adoption of Resolution for the 2021 Annual Budget

Business Manager Rogers reviewed proposed 2021 Annual Budget. Motion by Wall, second by Heugel to approve and adopt resolution of 2021 Annual Budget, as presented. Passed unanimously.

2. Financial Report - September & October 2020

Business Manager Rogers reviewed financial reports from September and October 2020. Financials are within expectations. No substantive issue of concern was identified. Motion by Martin, second by Heugel to receive financials and place on file. Passed unanimously.

E. INFORMATIONAL.

I. General Manager's Update

- Lead and Copper Sampling - All 100 samples that were taken this year came back and have passed standards. If samples continue to pass, testing will be reduced in amount and frequency.
- Once again, fluoride will be a topic at the Policy and Protection Committee on November 19, 2020. If passed, it will go to Common Council on December 1, 2020. General Manager Quirk will keep Commission informed of decisions.
- Communications Director Hay is working on a community program called Hydro Helpers. A press release is going out on Monday, November 16, 2020. Green Bay Fire Department and Green Bay Water Utility are launching a new program that will have children lending a hand to the fire department by picking a fire hydrant near their home and pledge to keep it free of snow during the winter months. They are also responsible for reporting any damages to the hydrant to the Water Utility. After winter and as a thank you for their dedication and hard work, they will receive a certificate of appreciation and attend an ice cream social event.
- The DNR noted there was a deficiency in the Mount Mary tank in the 2020 sanitary survey. The tank was not properly vented. The tank has been fixed and the deficiency is resolved with the DNR.
- New Employee: The Distribution Maintenance Assistant position, formerly Hydrant Flusher/Valve Turner, has been filled and the new employee started today. Kyle Van Pay will be introduced to the Commission at the December meeting.
- As COVID-19 continues to rise in the community, we will continue to work with staff through conditions that arise from COVID.
- Bellevue billing conversion is nearly complete. We have been converting and running parallel with them for the last three months and we will be going live in December.
- Yearly performance evaluations are being done with staff and should be complete by December 10th. Staff members need to meet expectations on their evaluation in order to receive a cost of living increase.
- The building remodel project is at the PSC. The PSC had a couple of questions, to which we responded with answers in a couple of days. We are currently waiting to hear back from PSC.

F. ADJOURNMENT.

I. Motion to Adjourn

Motion by Wall, second by Martin to adjourn meeting. Passed unanimously.

G. ZOOM INFORMATION

I.

Join Zoom Meeting

<https://zoom.us/j/91291250893?pwd=S3IEeVBCTlM0MFBISzQxUE05S2k0QT09>

Meeting ID: 912 9125 0893

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